

***CAMS Detail Labor Adjustments
& Summary Level Transfers
User Guide***

Introduction

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1.0 Introduction

Each pay period the labor cost records for NOAA and BIS are posted into the Commerce Administrative Management System (CAMS) via the Labor Interface. Once posted into CAMS, the Financial Management Centers (FMCs) print out and review the Detailed Labor Cost Report (LAB710). During this review process FMCs may find that some data may have been incorrectly posted due to the entry of invalid or incorrect Accounting Classification Code Structure (ASSC) data. When this occurs FMCs may initiate the correction of the data by submitting a corrected Time & Attendance, a Summary Level Transfer, or a Detail Labor Adjustment.

A corrected Time and Attendance (T&A) is used when the number of hours worked or number of hours of leave taken needs to be changed. Once the correction has been processed by the NFC, the reversal of the incorrect data and the posting of the correct data will be reflected in the Labor Cost file submitted for the pay period in which the correction was processed.

A Detailed Labor cost Adjustment is used to adjust the hours and amount previously charged to an incorrect ACCS for each individual detail record. These corrections are made at the employee level correcting one record at a time. This method provides a detailed audit trail for each transaction that would include the original record and all corrections. Instructions for entering a Detailed Labor Cost Adjustment are included in Section 3.

A Summary Level Transfer (SLT) is used when the volume to be corrected is too large to do corrections at a detail level. When doing a SLT, data is not entered at the employee level, therefore, the audit trail back to the NFC entry is lost. If a report were run by employee number, the SLT transaction would not show up and the data would appear as it was originally posted from the NFC file. Using this process may cause negative balances or move an amount without moving the hours because it does not verify the hours and amount being moved are actually in the project and task. An SLT may also be processed for non-labor object classes. Instructions for entering a SLT are included in Section 5.

This manual is to meet the following objectives.

- ◆ Instruct users on CAMS Access and Navigate through GUI Detail Labor Adjustments and Summary Level Transfers screens
- ◆ Assist users in becoming familiar with CAMS GUI software functionality
- ◆ Instruct CAMS users on how to properly enter data in screens and process transactions
- ◆ Instruct CAMS users on how to query records and update data.
- ◆ Instruct users on interpreting and resolving error messages

1.1 CAMS Support

Various methods of CAMS support is available following deployment of all CAMS modules. In addition to the materials distributed during the training of all new users, initial support is available on the CAMS web site and from Client Services and functional teams.

1.1.1 CAMS Web Site

The NOAA CAMS Program Division web site address is: www.rdc.noaa.gov/~cams. Information is available for the CAMS modules that have been implemented, ACCS conversion, payment lookups, forms, contacts, etc. Links are also provided to the Finance and Administrative Support Center (ASC) web sites.

1.1.2 CAMS Team Support

During the initial deployment of CAMS modules support is provided by the functional team(s) responsible for a particular module or application. Training materials, user guides, and procedure manuals are developed for each module prior to deployment.

1.1.3 CAMS Client Services

CAMS Client Services provides help desk support for users. The Client Services staff is responsible for user access; responding to help desk inquiries; tracking/monitoring help desk calls, reporting systems performance problems to the appropriate contact (e.g., ITC, etc.); alerting the CAMS community via email of systems and/or network down times; referring all applicable client comments and requests for enhancements to the appropriate teams, etc. Client Services may be reached at 301-427-1023 or via e-mail at clientservices@noaa.gov